

Partnerships That Work

Dallas Region

July/August 2001

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Useful Information for Parents

Leaving home can be a stressful time for today's youth. It can be just as stressful for parents who may be wondering how their child is coping with a new set of rules and lots of adjustment.

The Dallas Regional office's "Parents' Guide" provides useful information and answers to all the questions a family may have when their child enrolls in Job Corps. It's information that every parent needs to assure them their child is in a safe and caring environment. It provides counsel on what a Job Corps student will encounter once on center and even how to handle those late night phone calls when a child is begging to come home.

Both Admissions Counselors and On-Center Counselors should use the guide, which is available

in English and Spanish. It is an essential tool that should be given to every parent of a Job Corps student!

The inside front cover of the guide provides space to write in the names and phone numbers of the center director and admissions counselor. The guide also gives a brief overview of the Job Corps program, center life, on-center rules, student money allotments, and discusses common problems new Job Corps students face.

Order the guides and make sure you have plenty on hand. It's another handy piece that helps ensure our CDSS program comes full circle and our students are the success we know they can be! ■

A Family Guide to Job Corps



Update: Regional BCL Meeting

As reported in the last newsletter, the Dallas Region held a Business-Community Liaison Meeting in late June. In attendance were Center Directors and business-community liaisons from all 15 regional centers, as well as Regional Office staff. The one-day meeting gave the BCLs an opportunity to meet each other, share best practices, and see new marketing materials that will be introduced to the region to help BCLs and other CDSS personnel. Regional Director Jose de Olivares, Division Chief June Boswell, Cutting Edge Communications President Denise Herrera-Wieters, and Regional CDSS Coordinators Molly Ramirez

and Jack Jones gave presentations. The presentations informed attendees of the training resources that are available to them, and that assistance is always available through Molly Ramirez and/or Jack Jones. In the afternoon, the attendees broke out into groups by state and discussed their center's Constitution and By Laws as well as the center's BCL Role and Responsibilities. Following the breakout session, each state made a presentation, which described how they are functioning with CDSS/WIA Regulations and what needed to be done to produce better results. To wrap up the day, one BCL from each state was asked to pre-

sent a "Best Practice" technique they had used to produce results at their center.

The meeting demonstrated the importance of cooperation and understanding between Job Corps staff to the overall CDSS system. It is vital that everyone on center know who their BCL person is and what their role/function is. With continued teamwork and communication amongst all CDSS personnel, we can continue on our path to help today's youth. After all, we must do "Whatever It Takes" to achieve CDSS success for Job Corps and the lives of the youth we serve. ■

Allan Kaufman... What Advice Do You Give Someone Starting a Job?



We mean well. We tell our graduates how important it is to show up on time – cheerful, well-groomed, ready for work. It is important. But often we neglect to tell them the most important thing they need to succeed.

We get them psyched to show what they can do. Eager to prove themselves, to demonstrate interest and commitment.

What we forget to tell them is that their

first task is fitting in – winning acceptance from their fellows. We forget to tell them that the people ahead of them don't care much for change, don't cotton to new hires, don't want the responsibility of showing the ropes to someone or correcting his mistakes.

We forget to tell them it is more important to show respect for a fellow worker than show how well you perform a task. More important to pick up the rhythm of work from those who've been doing it than

demonstrate how quick you can be.

We forget to tell them it is more important to ask questions – even when you think you know the answers – than give the impressions that you know it all already. More important to ask "What can I do to help?" than pitch in where you may not be wanted. More important to wait for instructions than to volunteer for a task that may already be someone else's responsibility.

Continued on Page 2



Job Corps News

What Advice Do You Give Someone Starting a Job?/Allan Kaufman - Continued from Page 1

We forget to tell them it is important to listen and learn. That acceptance will come in good time and till then the less they say the better. That people will let them know when they want to be buddies.

What brought this to mind was the recent experience of a friend. I recommended him for a dream job in Africa as a man-

ager of construction on a huge integrated agriculture and aquaculture project. He got the job, but it didn't work out. As the weeks wore on he got more and more frustrated. Finally, he quit.

When he got back we talked about it. What went wrong? Turned out he had spent all his time trying to prove himself. What he

should have been doing was demonstrating that he belonged, could fit in as part of the team. Let's make sure they understand gaining that acceptance will take time, patience, and humility.

It's a hard lesson to learn, but until you learn it work can be rough. ■

Belle de Eggo Survives CDSS Launch

Senior management staff at David L. Carrasco Job Corps Center recently participated in an exercise to learn the importance of the new CDSS key expression, "Whatever It Takes."

Grouped in teams of three, staff members were provided with two raw eggs (representing new students), two paper cups, two small paper saucers, paper napkins, colored markers, and masking tape. The teams then prepared their "students" to be launched on their Job Corps CDSS path. "Prepare the 'students' for launching," was the only instruction given by T.E.F., Inc. training facilitators Lana Kite and Pam Hess.

The teams decorated their respective eggs with faces and gave them names (one of which was Belle de Eggo) and backgrounds. Some of the teams packed their "students" into paper cups with padding and

then tightly secured the packages with masking tape. Others left theirs unwrapped.

It was now time to test the system, and how well prepared the "students" were for the outside world. Adjourning to the parking lot, two strips of white tape were put down, ten feet apart. The teams then designated a

captain who was instructed to describe their "students" and then launch them across the finish line. For a "student" to be considered a success, the egg had to land on the other side of the line and emerge unbroken.

Several teams enjoyed success stories when their eggs were unpacked intact, while others experienced failures. Two teams successfully launched their "students" without any protection, having staff members catch them at the end, providing a different type of support. One "student" who did not make it across the line was returned to the team as a re-admit.

The value of the exercise was to teach the importance of all staff members working together as a team to "launch" students on their career paths, and to do "Whatever It Takes" to create a successful Job Corps graduate. ■



Center Director Mary S. Young (left) and Director of Social Development Margarita G. Diaz, RN, proudly show off their "student", Belle, who made it across the line to become a CDSS success story.

LettersToTheEditor...

Dear Editor:

I wanted to comment on the article by Allan Kaufman that appeared in the last issue. I must say that his comments were a relief to those of us who had begun to worry over the increasing number of layoffs in Corporate America. It's something that lingers in the back of our minds as we try to help our graduates attain a career. It's almost like making a promise that we're afraid we can't keep. What if we really can't get these students a job in today's changing economy? So, it does set my mind at ease to realize that we would remain unaffected

by the "corporate downsizing." I hope that you will continue to provide informative and thought provoking articles like this one.

J.S. – OK

Dear Editor:

The last issue talked about the two-day BCL Meeting that was held in June. I think that it would be a good idea to report any information from this meeting. Since CDSS incorporates a system whereby a student's success is the product of every Job Corps staff member's cooperation and teamwork, updates on CDSS meetings would be useful.

I also think that more specific training like this would be helpful and beneficial to the different components or personnel of CDSS. In the future can we look forward to training for Transition Coordinators or Career Advisors? We need to touch on issues that are specific to our job descriptions versus a generalized CDSS training session where we try to cover the system as a whole. Keep up the great work!

A.L. – LA

Editor's Note: Training for Transition Coordinators and Career Advisors is currently under consideration by the Regional Office. ■

Job Corps News



Center Tidbits...

Carrasco Job Corps

- Rehabilitation Technician students at the David L. Carrasco center recently volunteered their time to work with Special Education students in the Socorro ISD Adaptive Aquatics Therapy Program. Students transferred and positioned the special needs students in the swimming pool at the district's aquatic center and helped them perform basic exercises to improve their fine and gross motor skills.

- Food Service students put their culinary skills to good use for National Youth Service Day. The students "bagged" 1,500 Cajun-style dinners for the Special Olympics annual Ragin' Cajun fundraising event. The bagged meals consisted of sausage, shrimp, crab legs, potatoes, corn, and onions. This is the fourth year center students have assisted with this project, and proceeds from the dinner went to benefit the Special Olympics program.

Gary Job Corps

- Students from the Career Preparation Class from the Gary Job Corps community recently Job Shadowed the courtroom of



Pictured are the students from the Career Prep. Class, Helen Guidry, Manager Work Place Readiness, Andy Gillis, Instructor Career Preparation, Judge Brenda Smith, and David Cummings, District Court Baliff.

Judge Brenda Smith. In accordance with the precepts of the WIA, students frequently shadow numerous job sites in understanding the nature of the World of Work.

- During the recent visit of the Cónsul de México Vicente Sánchez Ventura, the Gary Job Corps Folklórico Dancers performed many traditional Mexican dances. The eleven members of the group, under the guidance of Gary Community staff members Verónica Flores-Newman and Myra Wilson, have also performed during the Cinco de Mayo activities at both the San Marcos festival and at Fiesta Gardens in Austin, as well as at several local schools.



Pictured are the Gary Job Corps Folklorico Dancers, Daniel Ortega, Board Chairman San Marcos Hispanic Chamber of Commerce, Richard Garza, President San Marcos Hispanic Chamber of Commerce, Vicente Sanchez Ventura, Consul de Mexico, and Lonnie Hall, Director Gary Job Corps.

Guthrie Job Corps

- The Guthrie Job Corps Center recently obtained permission from the U.S. Department of Labor to use part of its budget towards funding the construction of several more wheelchair ramps for Guthrie locals and to assist in the renovation of an abandoned, but historic school in the town of Meridian. Guthrie JCC's involvement includes running new gas lines, testing the

lines, retiling the kitchen and hallway, renovating the ceiling, upgrading the wiring, installing the electrical fixtures, and updating the plumbing.

Tulsa Job Corps

- Tulsa Job Corps staff and students not only volunteer in the community, but they also stress Employability and Social Skills to students. On June 6, 2001, Ms. Trudy Matthews, SGA Advisor and Women's Center Coordinator for Tulsa Job Corps Center, held her first annual "Tea Party for Young Ladies" on center. The purpose of the tea party was to discuss and practice personal and professional etiquette.

- The Center's Student Government Association recently participated in Legislative Day, which was held at the State Capitol in Oklahoma City, Oklahoma. Guthrie, Talking Leaves, and Treasure Lake Job Corps also participated in Legislative Day, and set up Job Corps trade-specific information booths. Tulsa students also took pictures with State Representative, Lt. Governor, Governor, and State Senators.

- Tulsa Job Corps Center's Construction Tech Ed Center received kudos and praise for their participation in the Tulsa Project Impact-Disaster Alley, which has received national exposure. Tulsa Project Impact-Disaster Alley is a disaster-preparedness display located in Eastland Mall (Tulsa, OK), aimed at helping people to be better prepared for natural disasters such as tornados and hurricanes. The Construction Tech Ed Center students built wooden benches and a mock home for this project. The Mayor of Tulsa, Ms. Susan Savage, was on hand for the dedication of the Disaster Alley Project and took pictures with center staff and students at the event. ■

WHATEVER IT TAKES! • WHATEVER IT TAKES! • WHATEVER IT TAKES!



PLACE
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HERE

Dallas Region

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Regional Calendar...

AUGUST 2001

A four-day Region IV CIS/PRH/CDSS Training Session will be held in Fort Worth on August 27-30, 2001. The conference will be held at Radisson Plaza Hotel and will explain the new Center Information System (CIS) – the technical tracking and case management system – and a review of the new

Policy and Requirements Handbook (PRH). All Center Directors, Records Department Representatives, Administrative/Finance Officers, Training or Program Directors, OA Field Directors, CTS Field Directors, JACS/WICS/NTC Staff and Corporate Staff should attend this conference.

Attendees should register on-line at <http://www.mpf.com/cdssregform.htm> no later than Wednesday, July 30th, as spaces are limited. The conference is scheduled to begin at 8:30 a.m. on Tuesday, August 28th, at the hotel conference room and will conclude at 3:00 p.m. on Thursday, August 30th. ■

Ask Arla...

Dear Arla,

I ordered some brochures from Cutting Edge Communications, Inc. and was told some pieces were discontinued. Does this mean that you'll have new brochures to replace them?

C.C. - Arkansas

Dear C. G.,

You must be talking about the employer handouts listed in the catalog of promotional items. All four pieces, the *Overview of Employer Outreach Programs* brochure #JC102, Job Corps: *We have well-trained, motivated entry-level workers you need!* brochure #JC103, *A Look at Job Corps Vocations* handbook #JC104, and "Ice Breaker" Employer Handout flyer #JC104 are all discontinued. We will continue to send out what we have in stock, but once they're gone... they're gone. In their place we'll be introducing a new employer piece that's a collaboration of the discontinued ones. We'll announce it's availability in an upcoming newsletter!

Dear Arla,

Do you know where I can get a CDSS banner for our on-center functions?

D.V. - Texas

Dear D. V.,

At this time we don't have any CDSS banners. I do, however, have one I can loan to you, that I use for conferences and meetings. If you'd like to borrow this banner for on-center activities, please contact me. The banner measures 6x3, is white with the Job Corps logo on it, and is printed with Career Development Services System and "Whatever it Takes."

Dear Arla,

I was wondering if there are any brochures or literature that we can give parents once their son/daughter has joined Job Corps. It seems there should be something we can hand out to parents that might answer their questions or cover concerns they have.

C. G. - New Mexico

Dear C. G.,

It's funny you should ask! We have a story on page one that talks all about our Parents' Guide. This is exactly what you are looking for. We have plenty in stock, and they can be ordered in English and/or Spanish with the order form in the Job Corps Promotional Items Catalog. If you need an order form, please contact me and I can make sure you get one.

You are welcome to submit general questions to "Ask Arla," policy review/questions to "Letters To The Editor," center news for our "Center Tidbits," and Allan Kaufman also welcomes any insight or feedback you may have in reference to his articles. Please address all inquiries to:

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Visit us on the web at www.DallasRegionCDSS.org